Create COD Invoices in FMS

Scope

This procedure shows how to create COD transactions for Pell and Direct
Loan Origination from the FMS AP Open Interface table.

System References

N/A

Policy

N/A

Responsibility

SFA DLO CFO Payables SuperUser

SFA Pell CFO Payables SuperUser

## Distribution

N/A

Ownership

N/A

Activity Preface

The procedure steps below describe how to create the COD transactions in FMS for Pell and Direct Loan Origination. The process is the same for each program. You simply need to sign in under the appropriate Oracle responsibility (i.e., Pell or DLO). FMS users perform this procedure in concert with the following procedures:

1. Load COD Transactions into FMS
2. Send FSA FMS Responses to COD
3. Process COD Responses to FSA FMS
4. Create COD Invoices in FMS (documented in this procedure)
5. Approve COD Invoices in FMS
6. Transfer Payables to GL
7. Create Journals in GL for AP Transactions
8. Load GAPS to FSA FMS Transactions
9. Send GAPS Transactions to COD
10. Review and Post Journals

SFA (Pell/DLO) CFO Payables SuperUser

1. Sign onto FMS. The Responsibilities window appears if you have more than one responsibility attached to your Oracle username.
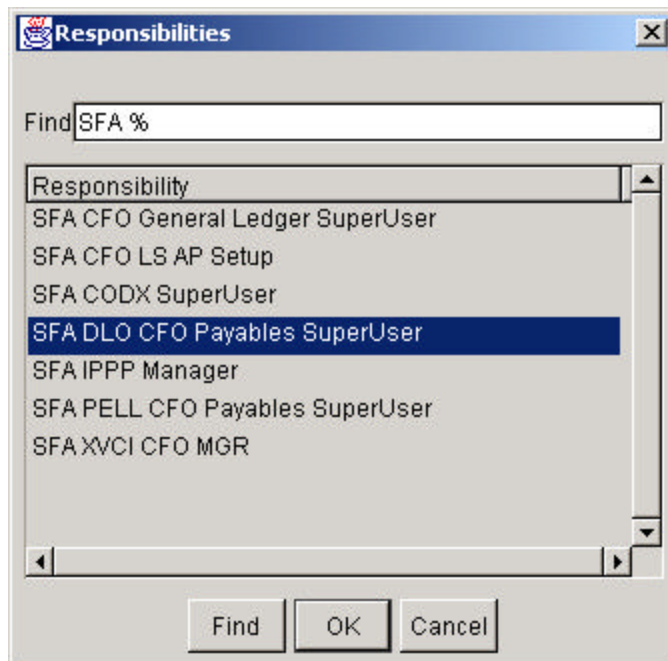
2. Select "SFA DLO CFO Payables SuperUser" for Direct Loan Orgination. Select "SFA Pell CFO Payables SuperUser" for Pell. The "Navigator" window appears.
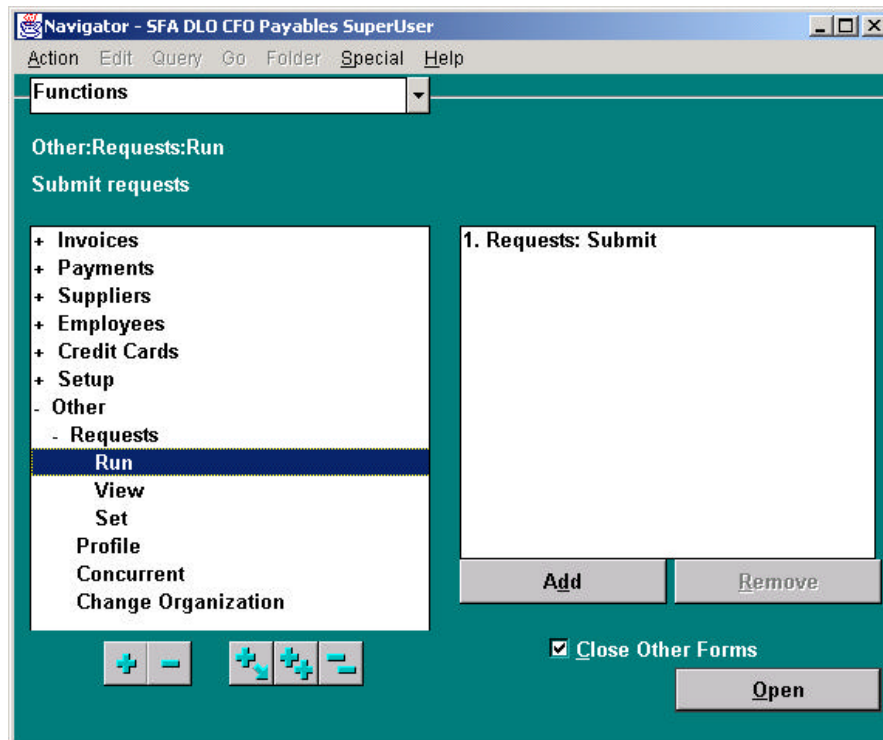
3. Double-click **Other**. The Other sub-menu appears.

4. Double-Click **Requests** and Click **Run**. The "Submit a New Request"window appears.
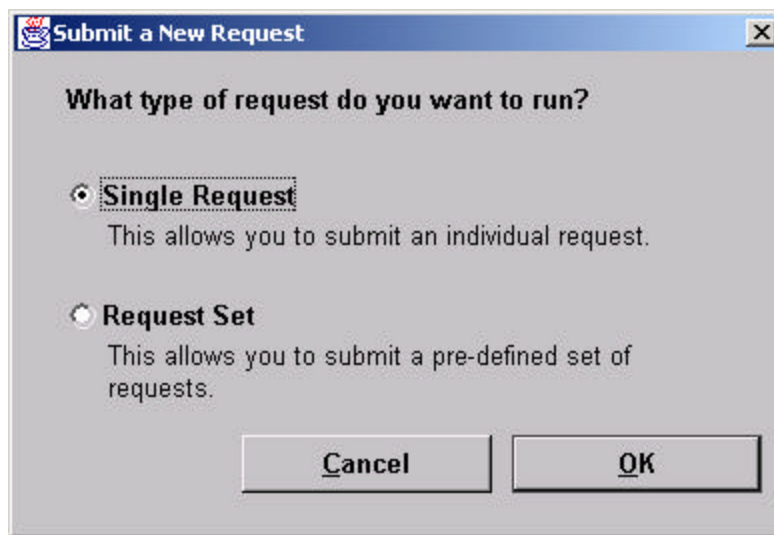
5. Click the Single Request radio button.

6. Click the **OK** button. The "Submit Request" window appears.

7. Click the **List of Values** icon on the "Submit Request" window to select from a list of valid values for the **Request Name** field. The "Reports" window appears.

8. Select "SFA FMS AP Invoice Interface" request name and click the **OK** button. The "Parameters" window appears.

9. Click the **Submit Request** button. The "Requests" window appears.

10. Click the **Refresh Data** button to update the information on this window. This window displays the **Phase** and **Status** of your report request. The Phases are: Pending, Running, and Completed. The Statuses are: Normal and Error. You may need to click the **Refresh Data** button multiple times until the request is completed.

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11. While the data is being refreshed, you can minimize the "Requests" window and open the "Navigator" window to work on other tasks. In order to check on the progress of your requests, maximize the "Requests" window to view the Phase and Status.

12. Once the Request is completed, click the **View Log** button to verify that the Request processed successfully. View output and log reports to manage and monitor data and identify details on any errors.

FYI: There are three requests that run automatically when running this process. These requests generate the following log reports, which are helpful for monitoring the process:

- **SFA FMS COD AP Invoice Interface** – describes the processes and what happened (successes and errors). Click on "View Log" button to view any processing errors.

- **Payables Open Interface** – describes the entries in AP. Click on the "View Output" button to view the Payables Open Interface Report, which details invoice information, such as supplier number, supplier name, invoice number, invoice amount, and invoice date.

13. Review the output report to make sure it processed correctly.

End of activity.